This preliminary questionnaire lists the points that will be addressed in the joint supervision agreement. It must be completed by the supervisors and/or the doctoral student (in yellow).

Not all fields require a response.

The greyed-out sections can be completed by the administrative staff in charge of joint supervision.

1. Status of the doctoral researcher
2. Employment and place of work

|  |  |
| --- | --- |
| CY | Partner University |

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| --- | --- | --- |
| Who will be the employer or the main institution “Home”? |  |  |
| Which locations will the doctoral student work in?  (Institutions, field missions…) |  |  |

1. Funding

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| --- | --- | --- |
| How is the doctoral student funded? | During his-her stay in France, the doctoral student will receive funding of XXXX |  |
| How much will she/he be paid? | with a monthly amount of XXX net/month or XXXX gross/month. During their stay in XXXX, the doctoral student will be funded by XXX for XXX months.  or  The doctoral student will receive funding in the amount of XXX net/month. |  |

1. Supervision

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| --- | --- | --- |
| Who are the primary supervisors? | Pr XXXXX | Pr XXXX |
| Who are the secondary supervisors/advisors? |  |  |

1. Funding of research costs and mobility

(It is up to researchers and laboratories to take into account the financing of mobility)

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| --- | --- | --- |
| How will mobility between sites be funded? |  |  |
| How will research mobility to tertiary sites be funded?  (Ex. Field) |  |  |
| How will specific training courses (if necessary) be funded? |  |  |
| Are any transfers between laboratories planned? (Ex. bulk purchase of equipment) | It is understood that the expenses necessary for the good execution of the doctoral project are covered by the research unit in which the doctoral student is working at the time the expense is incurred. |  |

1. Insurance and civil liability

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| --- | --- | --- |
| Are any types of insurance provided or required? |  |  |

1. Research and graduation project
2. Overall scientific objectives

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| --- | --- |
| What is the topic of the PhD ? |  |
| Short summary of the topic |  |

1. Calendar

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| --- | --- | --- |
| When will the doctoral student be in each university ?  (please indicate month by month if the doctoral student does not spend the whole academic year in the same university) | *A minimum of 12 months not necessarily consecutive at CY is required*  *1st year :* **At** XXXX  *2nd year :* **At** XXXX  *3rd year :* **At** XXXX | |
| Are there any field missions already planned ? (Ex. Time spent in another country other than those of the joint supervision) |  |  |
| Will there be any short mobilities (ie less than two months) ? |  |  |

1. Scientific milestones

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| --- | --- | --- |
| Are there any scientific milestones that are essential for the to the project's development? |  |  |

1. Specifics of the diplomas to be awarded

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| --- | --- | --- |
| What is the title of the diploma being awarded? | Docteur en XXXXXXX | XXXXXXXX |

1. Administrative procedures and considerations
2. Supervisory or advisory committees

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| --- | --- | --- |
| Will there be committees, outside of the supervisors, monitoring the work? | French doctoral students must meet their Individual Supervisory Committee (Comité de Suivi Idividuel – CSI)  *The agreement will, if possible, retain for each re-registration that one of the two committees has equivalence over the other.* |  |
| What will these committees do? | An annual evaluation during which the student will present his/her annual assessment report documenting his/her thesis progress and plans. The expectations of the CSI include mental health related issues (work-life balance, harassment,…) should they exist. |  |
| When and how will these committees get together? | Every year prior to re-registration (June in general) |  |
| Who is in these committees? | One member whose scientific expertise relates to the discipline or field of the thesis. This member may sit on the thesis jury + A member who is not an expert in the field specifically covered by the doctoral student's research or who may come from a CNU section other than the one to which the disciplinary field of the doctoral student's thesis is attached. The members of this committee are not involved in directing the doctoral student's work |  |

1. Re-registration process

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| --- | --- | --- |
| When will re-registration have to happen? | Yearly registration in the doctoral school is compulsory |  |
| Which steps are required by both partner for registration to happen? | For CY, the re-registration is possible only with the validation of the CSI committee |  |

1. Yearly fees to be paid

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| --- | --- | --- |
| Which fees are required by each university? | 397€ of registration fees and 105€ for the CVEC tax for 2025 |  |
| Calendar of fees to be paid | **Registration fees payments & Taxes**  2025/2026: At XXXX + CVEC tax  2026/2027: At XXXX + CVEC tax  2027/2028: At XXXX + CVEC tax  2028/2029: At XXXX + CVEC tax | |

1. Paid leave, sick or maternity leave, sabbaticals (in case of doctoral contract or French Public CDD)

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| How many days of paid leave are available according to the employer? | The contractual framework in which the doctoral student is recruited provides for 52 days of paid leave. Research units may impose compulsory closing dates which impose leave being taken at those times (summer, Christmas*) in particular 3 weeks in August for \*\*\* Laboratory.* |  |
| How do the supervisors wish to agree on leave being taken? | All supervisors agree to coordinate paid leave with student needs (minimum 4-weeks/year). |  |
| Are there any compulsory leave days (labs being closed)? | Research units may impose compulsory closing dates which impose leave being taken at those times (summer, Christmas*) in particular 3 weeks in August for \*\*\* Laboratory.* Additional leave-taking must be approved by both primary supervisors |  |
| Can Sabbaticals be taken and would they be validated by the supervisors? | Additional leave-taking must be approved by both primary supervisors. |  |
| Practices in terms of sick and maternity leave? | Sick and parental leave are possible as described in French law – the student must inform its supervisors and the HR department of CY should the need arise. |  |

1. Training during the PhD
2. Coursework or specific training required by the research work

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| --- | --- | --- |
| Are there training courses that are required to do the work (ex qualifications to use certain methods or equipment)? |  |  |
| Is there any specific coursework (extra Masters level courses) that are required for the research work? |  |  |

1. Compulsory courses

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| --- | --- | --- |
| Are there training courses that are required by each institution? | At CY, the doctoral student must follow the courses required by French law: ethics of science, scientific integrity and an introduction to Open Science. The doctoral student must either follow the courses provided by the CY doctoral college or prove that acceptable alternative coursework has been validated.  *To be completed if necessary* |  |
| What is the overall volume of courses that need to be followed to allow for defence? | 18 credits |  |
| How will each institution follow that coursework and will there be cross-validation? | The doctoral student is supposed to declare the training courses he/she followed on Adum platform in order to get validation from CY doctoral school.  CY encourages cross-validation when it is possible. |  |

1. Elective training required by each institution

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| Can non-institutional events/courses count towards the required volume ? | Yes |  |

1. Thesis defence
2. Preliminary actions

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| --- | --- | --- |
| Outside of administrative requirements (coursework), what academic stages are required to allow for defence? | *The following sentence is only a proposed reply and does not preclude negotiation*.  The thesis defence will proceed exactly as a standard French PhD defence as provided for by the law of the 25th of May of 2016. Once the thesis manuscript is validated by all supervisors, it shall be sent to two reviewers, agreed upon by the supervisors and the CYU doctoral school. |  |
| Which actors need to allow the defence to take place ? | Authorisation to defend is formally given by the President of CYU, based on the recommendation of the CY doctoral school who will handle all matters in this regard. |  |

1. Nature of the thesis defence

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| --- | --- | --- |
| What academic format is agreed upon for the defence ? (length, style, …) | The thesis will be written in XX but a short (2-10 pages) summary in XX is expected |  |
| Do both parties understand that French law allows for only one PhD defence ? | Yes for CY |  |

1. Location, language and fees related to the defence

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| --- | --- | --- |
| Should there be summaries in the other languages? |  | |
| Where will the PhD be defended? |  | |
| Which language will be used for the defence? |  | |
| Are accommodations necessary and possible?  (Remote defence, sign language…) | Yes |  |

1. Composition of the thesis panel

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| --- | --- | --- |
| What are the academic requirements? | The members of the thesis panel shall be appointed by mutual agreement of both institutions.  The composition of the thesis jury obeys the regulations in force in both countries: *four to eight members*, at least half of the members must be external members (outside of the doctoral schools, CY, Uxxx, *(laboratories)*), half must be full/senior professors, there must be at least one woman and one man (parity is imposed). One of the professors, outside of the supervisory team, must be designated president of the jury.  Both Directors of thesis will be present at the defense but will not formally be part of the jury defense. |  |
| Who will fund the jury’s mobility? | The costs of the defence (mainly travel and accommodation for the members of the jury) will be shared as follows:  - Each institution will pay for the travel of its representatives and the rapporteur appointed by it.  - The institution organising the examination will cover the travel costs of the jury chairman.  - Any university staff invited to take part in the defence, other than the jury, will be paid for by their employer.  Any modification of this agreement, necessary in particular in view of administrative or financial constraints, may be made by simple amendment. |  |
| Which parties must agree on the composition of the jury? | The members of the thesis panel shall be appointed by mutual agreement of both institutions. |  |

1. Evaluation of the manuscript before the defence

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| Is the manuscript evaluated before the defence? | Authorisation to defend is given by the CY and XXXX doctoral school, the Directors and the supervisors on behalf of both universities, on the basis of reports prepared by two external reviewers, proposed by the supervisory team and nominated by the CY doctoral school. These reports must be sent at the latest 3-4 weeks before the planned thesis defence date. The manuscript is evaluated before the defence and corrections are allowed. It will be checked by the Directors, Supervisors and thesis panel before final validation. |  |
| Can the manuscript be corrected before the defence? | Corrections must not be carried out before the thesis defence – every member of the jury must have the same version of the manuscript. |  |

1. Authorisation to defend

|  |  |  |
| --- | --- | --- |
| Who allows the PhD defence to proceed? | Authorisation to defend is formally given by the President of CYU, based on the recommendation of the CY doctoral school who will handle all matters in this regard. |  |
| What is the calendar for the defence authorisation? | 10 WEEKS PRIOR TO THE DEFENCE Electronic submission of thesis on Adum area  Request for submitting his/her defence request in the *Documents administratifs* section.  Submission of manuscript to rapporteurs  Validation of the jury’s composition from the Director of the doctoral school 3 - 4 WEEKS PRIOR TO THE DEFENCE Provided that the reports are favourable, and at the recommendation of the director of the ED in question, the President of the University will authorise the defence upon receipt of the reports by the doctoral school. |  |

1. Corrections of the manuscript and final validations

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| --- | --- | --- |
| Can corrections to the manuscript be made after the defence? | As provided for in French law, the thesis manuscript may be corrected by the doctoral candidate if and only if asked for by the thesis defence jury. Four situations may arise:   * If the thesis jury fails the student, a new manuscript must be submitted to a new jury * If the thesis jury decides to pass the student without corrections, no modifications may be made and the existing version is archived as provided by CY legislation. * If the thesis jury asks for minor corrections, the doctoral candidate has one month to carry them out, the supervisors must attest to the corrections being adequate as regards to the demands made by the jury – the corrected version is archived as provided by CY legislation. * If the thesis jury asks for major corrections, the doctoral candidate has three months to carry out the demanded corrections. The president of the thesis jury must attest to the quality of the corrections – the corrected version is archived as provided by CY legislation.   Once a fully corrected version is obtained in CY, the doctoral student and the supervisors will send this document, with no modifications in the scientific content but with modifications being possible for the format (cover page, for instance), to XXX  When corrections are not deemed sufficient, the defence is invalidated. |  |
| Who will check the manuscript before final validation? |  |  |

1. Dissemination of the thesis
2. Registration and availability of the thesis

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| --- | --- | --- |
| Must the thesis manuscript be registered in a database ? | As provided for in French law, the thesis manuscript will be published by CY and made publicly visible and available on the theses.fr national platform. |  |
| Do the supervisors have any restrictions (temporary) to the availability of the manuscript ? If none yet, indicate how they can do this. | A 12 months embargo for the thesis manuscript can be requested (the supervisory team can request an embargo for the thesis manuscript, that must be discussed by both universities), making it visible but unavailable, from the doctoral school should there be publication or patent issues requiring the manuscript to be initially unavailable. |  |

1. Registration of published works

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| --- | --- | --- |
| How must publications be referred to, to indicate cotutelle funding? | All publications related to this doctoral work will include the doctoral researcher as well as the pertinent supervisors. The doctoral student will be listed as attached to CY and Uxxx. When the doctoral student receives personal funding (e.g. ANR, EUR, etc.), this funding must be displayed. |  |
| Should publications be registered in any national databases? |  |  |

1. General provisions
2. Validity

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| --- | --- | --- |
| Validity for duration of the thesis? | 3 years in France.  The joint supervision agreement is valid for the entire duration of the thesis (3 years) unless an extension is deemed necessary and possible. |  |

1. Matters of intellectual property

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| --- | --- | --- |
| IP restrictions imposed by partners? | Protection of the thesis subject concerning the **publication, exploitation and protection** of research results from the doctoral student’s work in both institutions shall be subject to current regulations and provided in accordance with procedures specific to each country involved in the joint supervision. The provisions relating to the protection of intellectual property rights are the subject of a specific appendix to this agreement |  |
| IP rules imposed by the universities? |  |  |

1. Means of extension

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| --- | --- | --- |
| Automatic extensions? Amendments? | This agreement may be extended for 3 more years in periods of 1 year and for a motivated reason by the signing of an amendment in accordance with current regulations on re-registration for both countries. |  |

1. Handling of disputes

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| --- | --- | --- |
| Standard text | All disputes arising out of or in connection with the present agreement shall be first discussed by the XXXXXXXX. Previously, an amicable solution must have been attempted, based on good faith and good will criteria, in order to avoid disputes. This Agreement shall be governed under the laws of France. Any dispute which may not be settled amicably shall be submitted to the competent French jurisdiction. If questions about the interpretation of the provisions of this Agreement or problems caused by matters not prescribed therein should arise, the Parties shall endeavour in good faith to settle the problem out of court.  In the event of persistent disagreement, for 3 (three) months following notification in writing of one Party to the other,  If the plaintiff is (the partner), the competent French courts shall have the sole jurisdiction, and the present Agreement shall be governed by the laws of France,  If the plaintiff is CYU, the competent (nationality of the partner institution) courts shall have the sole jurisdiction, and the present Agreement shall be governed by the laws of (partner’s nationality), The present Article shall remain in effect regardless of the expiration or termination of the present Agreement. |  |

1. Termination

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| --- | --- | --- |
| If the cotutelle should be cancelled – without ending the PhD – how would this be done? | This agreement may be terminated for the following reasons:  1 By mutual agreement between the Parties.  2 By expiry of the initial period of validity or of its extensions.  3 By failure to fulfil the obligations that were established or due to having breached the duty of trust.  4 By unilateral decision taken by one of the Parties, provided written notice to this effect is given six months before the date on which the agreement is to be terminated.  5 By judicial decision declaring the nullity of this Agreement.  6 For any other cause than the previous ones provided for in this Agreement or in current legislation.  By registered letter with acknowledgment of receipt, subject to compliance with a notice period of two months. |  |
| If the PhD should be terminated, how would this be done? |  |  |

Annex 1 – agreed-upon thesis project (to be completed by the doctoral student)

Annex 2 – contact people

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTIONS ORGANIZING, THE JOINT SPONSORSHIP | | | |
| Name : | **CY CERGY PARIS UNIVERSITE** | | **Uxxx** |
| Address: N° : Street :  Town: Postal Code:  Country : | 33 boulevard du Port  95011 Cergy-Pontoise Cedex  France | | \*\*\* |
| Name of the President/Rector/Provost | Mr Laurent GATINEAU, President | | \*\*\* |
| Administrative office responsible for the joint thesis sponsorship | Collège doctoral | | \*\* |
| Address ; | 33 bd du Port  95011 Cergy-Pontoise Cedex  France | | \*\*\* |
| Person to contact : | Dr Hendrik EIJSBERG, Head of Doctoral Program | | \*\*\*\* |
| E-mail: | hendrik.eijsberg@cyu-cergy.fr | | \*\*\*\* |
| Phone : | +33 (0) 1 34 25 72 26 | |  |
| JOINT THESIS SPONSORSHIP | | | |
|  | | **CY CERGY PARIS UNIVERSITE** | **Uxxx** |
| Director of the doctoral school (or equivalent) | | Professor \*\*\* | \*\*\* |
| Last Name : First name:  Institution Address | | École doctorale \*\*\*  Site des Chênes, Jardin Tropical, 33 boulevard du Port, 95300 Cergy-Pontoise France | \*\*\* |
| Telephone :  E mail : | | +33 (0) 1 34 25 73 35  \*\*\*@ml.u-cergy.fr |  |
| Thesis director | | \*\*\* | \*\*\* |
| Last Name : First name:  Work address :  Institution Address : | | \*\*\* | \*\*\* |
| Telephone :  E mail : | | +\*\*\* | +\*\*\* |
| Laboratory or research unit where the preparation of the thesis is done: | | \*\*\* | \*\*\* | |
| Name /Address : | | CY Cergy Paris Université  \*\*\* | \*\*\* | |
| Telephone :  E mail : | | +33-1-34 \*\*\*  \*\*\* | \*\*\* | |

Annex 3 – summary and overview of both Partner’s PI practices

Annex 4 – links to regulatory documents (doctoral charter, HR practices, …)

https://collegedoct.cyu.fr/version-francaise/textes-reglementaires